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12 June 1959

MEMORANDUM FOR: Chief, Administrative Staff, CR

SUBJECT : Document Division Planning Paper - 1960

1. The changes proposed within the Document Division for the Fiscal Year 1960 are as follows and reflect the implementation of two staff studies approved by the AD/CR (1) Memorandum for the AD/CR dated 18 August 1958, Subject: Management Study of the Cable Section and (2) Memorandum for the AD/CR dated 11 March 1959, Subject: Realignment of Document Division Organization:
 - a. Function Changes

None
 - b. Cable Section
 - (1) Upgrade 2 positions #836 and #836.01 from GS-7 to GS-9 (Job Description - Tab. B.)
 - (2) Upgrade 1 position #837 from GS-6 to GS-7 (Job Description - Tab. C.)
 - (3) Upgrade 1 position #685 from GS-4 to GS-5 (Job Description - Tab. D.)
 - c. Merge Release Section of the Special Control Branch with the Special Section, Analysis Branch.
 - d. Transfer the Processing Branch as a section, to the Special Control Branch and rename that branch, "Control Branch."
2. The organizational structure of the Document Division would be as indicated in Tab. A.

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Chief, Document Division

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